Learning Objectives

» For each type of transaction:
  › Define and explain the use
  › Provide examples of how to process an entry
Definition of Terms

» **Account**: Groups transactions related to common financial statement categories such as assets, liabilities, revenues, and expenses.

» **Business Unit**: used to classify transactions by the different active Business Units in which they belong.

» **Feeder System**: External databases and/or dedicated systems that control information to be transmitted to the General Ledger.
Definition of Terms

» **ChartField**: Alphanumeric fields used to classify financial information for reporting of the University’s financial transactions.

» **ChartField String**: A combination of ChartFields to classify financial information.

» **MoCode**: an abbreviation of a ChartField string - note the Account ChartField is **not** included in a MoCode.
Transaction Types

- Journal Entry – JE
- Correcting Entry – CE
- Internal Service Entry - ISE
- Payroll Correcting Entry – PCE
- Transfer Journal Entry – TRE
- Cash Receipts Report – CRR
- Account Receivable Report – ARR
UM Web Applications (Web Apps)

» Simplifies process of entering transactions
» A template to:
  › Reduce the chance for error
  › Enter transactions easier
» Contact the Campus Accounting Office for access.
UM Web Applications

» Enter the following URL into the web browser:

https://webapps.umsystem.edu/
Web Applications

UM Web Applications

Please select from the list below to proceed. Move your cursor over each item for a description of the application.

- Web Applications
- Employee Directory
- Security FAQ

About Our Security
Journal Entry (JE)
Journal Entry (JE)
Journal Entry (JE)

» Only used to record original accounting entries
   › All entries not automatically generated through a feeder system, such as:
     › Recording investment income earned
     › Allocating expenses between departments
Journal Entry (JE)

» Journal Entry is **NOT** used to:
  › Record internal revenue
  › Make transfers between funds
  › Correct transactions
  › Record receipt of cash
Journal Entry (JE)

Journal entry cannot be used to post to:

<table>
<thead>
<tr>
<th>Account number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100000 to 111270</td>
<td>Cash accounts at banks</td>
</tr>
<tr>
<td>132200</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>133050</td>
<td>Awards (grants) receivable</td>
</tr>
<tr>
<td>190000</td>
<td>Cash</td>
</tr>
<tr>
<td>210000</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>211000</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>300000</td>
<td>Net Assets</td>
</tr>
<tr>
<td>350000</td>
<td>Beginning Balance</td>
</tr>
<tr>
<td>700000 to 708299</td>
<td>Salary and Wage Accounts</td>
</tr>
<tr>
<td>708301 to 709999</td>
<td></td>
</tr>
</tbody>
</table>
**Journal Entry (JE)**

![Journal Entry Image]

- **Fiscal Year:** [Bracketed text]
- **Journal Id:** [Bracketed text]
- **Trans Ref Num:** [Bracketed text]
- **Source:** UMSYS
- **Header BU:** [Bracketed text]
- **Description:** [Bracketed text]
- **Journal Date:** 05/18/2011
- **Preparer:** Miller Jr, Dennis K
- **Transaction Date:** [Bracketed text]
- **Posted Date:** n/a

<table>
<thead>
<tr>
<th>Ln</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>Deptid</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preparer Comments:** (A minimum of 20 characters is required.)

**Other Comments**

- More Blank Lines
- Submit
- Blank Payroll Correction
- Blank JE1 Transaction

**TOTAL DEBITS:** $0.00
**TOTAL CREDITS:** $0.00
### Journal Entry (JE)

**Fiscal Year:**

**Journal Id:**

**Trans Ref Num:**

**Source:**

**Header BU:** UMSYS

**Description:**

**Type of Transaction:** Journal Entry

**Journal Status:** New Transaction

**Budget Status:**

**Create Reversal Next Month**

**Journal Date:** 10/11/2011

**Preparer:** Miller Sr, Dennis K

**Transaction Date:**

**Posted Date:** n/a

<table>
<thead>
<tr>
<th>Line</th>
<th>MoCode</th>
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<th>BU</th>
<th>Fund</th>
<th>Deptid</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>150000</td>
<td>COL</td>
<td>0825</td>
<td>C425027</td>
<td>0</td>
<td>0</td>
<td></td>
<td>127041.30</td>
<td></td>
<td>Inventories</td>
</tr>
<tr>
<td>2</td>
<td>C5590</td>
<td>600000</td>
<td>COL</td>
<td>0825</td>
<td>C425027</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>127014.30</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL DEBITS:** $127041.30

**MOVE EXPENSE TO:**

**TOTAL CREDITS:** $0.00

**MOVE REVENUE FROM:**

**MOVE REVENUE TO:**

**Preparer Comments (A minimum of 20 characters is required.)**

**Other Comments**

---

More Blank Lines  Submit  Blank Payroll Correction  Blank Jrnl Transaction

---

**Home** | **Web Applications** | **Contact Us** | **Help** | **Logoff** | **Message of the Day** | **Feeder Upload Doc** | **Training Info**

Copyright 2011 © University of Missouri - All Rights Reserved  FSCFTST
Journal Entry (JE)
Transaction is invalid. Please correct the errors indicated.
- Description must be at least 10 characters long.
- Journal Entry debits must equal credits.
- Preparer Comments must be at least 20 characters long.
Journal Entry (JE)

<table>
<thead>
<tr>
<th>Ln</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>Deptid</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
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</thead>
<tbody>
<tr>
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<td>COLUM</td>
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<td>0</td>
<td>0</td>
<td>127041.30</td>
<td>127014.30</td>
<td>Inventories</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>600000</td>
<td>COLUM</td>
<td>0825</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>127014.30</td>
<td>127014.30</td>
<td>Cost of Goods Sold</td>
<td></td>
</tr>
</tbody>
</table>

Preparer Comments (A minimum of 20 characters is required.)

What does the entry accomplish?
Why is it being done?
Who wants it done?
How were the numbers calculated?
Journal Entry (JE)

ATTACH SUPPORTING DOCUMENTATION

Enter the file from your pc that you wish to upload as a Journal Entry Attachment.

[File Browse]

Submit

Only files with excel, .xlsx, .xlsm, .doc, .docx, .docm, .html or .pdf extensions can be used for attachments. If an attachment with the same extension already exists for this journal, it will be overlaid with this new file.
Click here to return to listing of transaction types
Correcting Entry (CE)

» Used to correct a transaction that posted to the University Financials System.

» Is **not** used to correct a payroll transaction.

» Cannot impact any of the Transfer Accounts:

<table>
<thead>
<tr>
<th>Type</th>
<th>Transfer in</th>
<th>Transfer Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>390000-390999</td>
<td>860000-861999</td>
</tr>
<tr>
<td>Non-Mandatory</td>
<td>391000-393999</td>
<td>861000-863999</td>
</tr>
</tbody>
</table>
Correcting Entry (CE)
Correcting Entry (CE)
Correcting Entry (CE)

- Source: UMSYS
- Journal Date: 05/18/2011
- Preparer: Miller Sr, Dennis K
- Transaction Date: n/a
- Posted Date: n/a

Preparer Comments (A minimum of 20 characters is required.)

Other Comments
Correcting Entry (CE)

<table>
<thead>
<tr>
<th>Ln</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>DepId</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
<th>BP</th>
<th>Edit</th>
<th>Bdg</th>
<th>AprovD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A0129</td>
<td>739200</td>
<td>UMSYS</td>
<td>0000</td>
<td></td>
<td>A1503001</td>
<td>0</td>
<td>00</td>
<td>0</td>
<td>1500.00</td>
<td>Computer supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A0129</td>
<td>739000</td>
<td>UMSYS</td>
<td>0000</td>
<td></td>
<td>A1503001</td>
<td>0</td>
<td>00</td>
<td>0</td>
<td>1500.00</td>
<td>Computing expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preparer Comments (A minimum of 20 characters is required.):
Incorrectly debited computing expense - should have been computer supplies

Other Comments:

TOTAL DEBITS: $1500.00  TOTAL CREDITS: $1500.00
Correcting Entry (CE)

<table>
<thead>
<tr>
<th>Ln</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>Deptid</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A0129</td>
<td>73920</td>
<td>UMSYS</td>
<td>0000</td>
<td>160301</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1500.00</td>
</tr>
</tbody>
</table>

Preparer Comments (A minimum of 20 characters is required):

Incorrectly debited computing expense - should have been computer supplies.

Account Description: 73920 - Computer supplies

Transaction Date: 09/27/2011
Preparer: Miller Sr. Dennis K
Transaction Date: 09/27/2011
Posted Date: n/a
### Correcting Entry (CE)

**What does the entry accomplish?**
- Transaction is invalid. Please correct the errors indicated.
- Journal Entry debits must equal credits.
- Preparer Comments must be at least 20 characters long.

**Why is it being done?**
- Error correction

**Who wants the transaction done?**
- User [Name]

**How were the numbers calculated?**
- Manual calculation based on the entries provided.

### Table

<table>
<thead>
<tr>
<th>Line</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>Deptid</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A0129</td>
<td>739200</td>
<td>UMSYS</td>
<td>0000</td>
<td>A1503001</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1500.00</td>
<td>1502.00</td>
<td>Computer supplies</td>
</tr>
<tr>
<td>2</td>
<td>A0129</td>
<td>739000</td>
<td>UMSYS</td>
<td>0000</td>
<td>A1503001</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1500.00</td>
<td>1502.00</td>
<td>Computing expense</td>
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<td>3</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preparer Comments**
- (A minimum of 20 characters is required.)

**Total Debits**: $1,500.00
**Total Credits**: $1,502.00

---

**Submit**

---

UMSYSTEM.EDU
## Correcting Entry (CE)

**Reference Type**
- Journal ID (any source)
- CRR
- PO(ePro) ID
- Purchasing Card
- Voucher ID
- Expense Report
- AR/BI Invoice
- Other (not listed above)

**Document References for Entry 0007851548**

A minimum of one document reference is required.

Business Unit required when selecting Voucher ID or PO(ePro) ID.

<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Reference Number</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Journal ID (any source)</td>
<td>007851210</td>
<td>UMSYS</td>
</tr>
<tr>
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<tr>
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<tr>
<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
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</tr>
<tr>
<td>6.</td>
<td></td>
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<tr>
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<tr>
<td>8.</td>
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<tr>
<td>14.</td>
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</tbody>
</table>

**Submit**
Correcting Entry (CE)

**Transaction Successfully Created.**

<table>
<thead>
<tr>
<th>Ln</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>Deptid</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
<th>Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A0129</td>
<td>739200</td>
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<td>A1503001</td>
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<td>1500.00</td>
<td>0</td>
<td>Computer supplies</td>
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<tr>
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<td>Computing expense</td>
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</table>

**Correcting or Associated Document References**
1. Journal ID 0007851547

**Preparor Comments (A minimum of 20 characters is required.)**
Incorrectly debited computing expense - should have been computing supplies

**Other Comments**

<table>
<thead>
<tr>
<th>More Blank Lines</th>
<th>Submit</th>
<th>Refresh</th>
<th>References</th>
<th>Delete</th>
<th>Supporting Docs</th>
<th>Blank Payroll Correction</th>
<th>Blank Jnl Transaction</th>
</tr>
</thead>
</table>

Download to Excel | Format to Print
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Correcting (CE)

ATTACH SUPPORTING DOCUMENTATION

Enter the file from your pc that you wish to upload as a Journal Entry Attachment.

Browse...

Only files with xls, xlsx, xslm, doc, docx, docm, html or pdf extensions can be used for attachments. If an attachment with the same extension already exists for this journal, it will be overlaid with this new file.
Correcting Entry (CE)

Click here to return to listing of transaction types
Internal Service Entry (ISE)

» Used to record transactions between University Departments.

» The department providing the service prepares the entry.
Internal Service Entry (ISE)

The revenue (credit) side of the transaction must be between the account ranges:

- 403000 - 403800  Extension Educational Fees, or
- 430000 - 432499  Non-Taxable Sales, or
- 450000 – 452999  Internal Sales
Internal Service Entry (ISE)

» The expense (debit) side of the transaction must be between the account ranges:
  › 600000 - 605000  Cost of Goods Sold, or
  › 720001 – 800999  Non-Payroll Expenses
Internal Service Entry (ISE)

UM Web Applications

<table>
<thead>
<tr>
<th>Financial, Human Resources, Student &amp; other systems.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Directory</strong></td>
</tr>
<tr>
<td><strong>PaymentNet Reconciliation</strong></td>
</tr>
<tr>
<td><strong>PS Budget Development Reports</strong></td>
</tr>
<tr>
<td><strong>PS Finance Production-ESPRD</strong></td>
</tr>
<tr>
<td><strong>PS HR CAPS Request</strong></td>
</tr>
<tr>
<td><strong>PS HR Reporting Database</strong></td>
</tr>
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<td><strong>PS Journal Entry</strong></td>
</tr>
<tr>
<td><strong>PS Web Documentation</strong></td>
</tr>
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<td><strong>Employee Information</strong></td>
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<td><strong>PS ARR</strong></td>
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<td><strong>PS CRR</strong></td>
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<td><strong>PS Finance Reporting-FSRPT</strong></td>
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<td><strong>PS HR WebTime</strong></td>
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<td><strong>PS Vendor Request Form</strong></td>
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Internal Service Entry (ISE)
## Internal Service Entry (ISE)

### Journal Entry

<table>
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<tr>
<th>Ln</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
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<th>Pgm</th>
<th>Project</th>
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<th>Credit</th>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL DEBITS:** $0.00  **TOTAL CREDITS:** $0.00

### Preparer Comments

(A minimum of 20 characters is required.)

### Other Comments

Submit
Blank Payroll Correction
Blank Jrnl Transaction

---

**Journal Date:** 05/19/2011  
**Preparer:** Miller Sr, Dennis K  
**Transaction Date:**  
**Posted Date:** n/a
### Internal Service Entry (ISE)

#### JOURNAL ENTRY

- **Journal Date:** 10/11/2011
- **Preparer:** Miller St, Dennis K
- **Transaction Date:**
- **Posted Date:** n/a

#### Transactions

<table>
<thead>
<tr>
<th>No.</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>DeptId</th>
<th>PM</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C4870</td>
<td>721700</td>
<td>COLUM</td>
<td>2000</td>
<td>000</td>
<td>000</td>
<td>000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>C1093</td>
<td>460000</td>
<td>COLUM</td>
<td>0000</td>
<td>C1523019</td>
<td>C8000</td>
<td>0</td>
<td>68.50</td>
<td>86.50</td>
</tr>
</tbody>
</table>

**Line Description**
- **Debit:** $68.50
- **Credit:** $86.50

**Preparer Comments**

**Other Comments**

**Submit** Single-click!
Internal Service Entry (ISE)
Internal Service Entry (ISE)

What does the entry accomplish?

Why is it being done?

Who wants the transaction done?

How were the numbers calculated?

Transaction is invalid. Please correct the errors indicated.
Description must be at least 10 characters long.
Journal Entry dollar amounts must equal credits.
Preparer Comments must be at least 20 characters long.

Preparer Comments (A minimum of 20 characters is required.)

What does the entry accomplish?
Why is it being done?
Who wants the transaction done?
How were the numbers calculated?
### Internal Service Entry (ISE)

**Fiscal Year:** 2012  
**Journal Id:** 0007845888  
**Trans Ref Num:**  
**Source:** ISE  
**Header BU:** UMSYS  
**Description:** Buck's Icecream

<table>
<thead>
<tr>
<th>Ln</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>DeptId</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C4870</td>
<td>L201700</td>
<td>L</td>
<td>COLUM</td>
<td>0200</td>
<td>C065002</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>68.50</td>
</tr>
<tr>
<td>2</td>
<td>C1093</td>
<td>450000</td>
<td>L</td>
<td>COLUM</td>
<td>0000</td>
<td>C1523019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>68.50</td>
</tr>
</tbody>
</table>

**Preparer Comments (A minimum of 20 characters is required):**

1-3 gallon Tiger Stripe at $35.00 and 1-3 gallon-g vanilla at $33.50. For department meeting.

**Other Comments**

Download to Excel | Export to Print

**Supporting Docs**

**Blank Payroll Correction**

**Blank Jrnlt Transaction**

**Transaction Successfully Created.**
Internal Service Entry (ISE)

Attach Supporting Documentation

Enter the file from your pc that you wish to upload as a Journal Entry Attachment.

Only files with xls, xlsx, xslm, doc, docx, docm, html or pdf extensions can be used for attachments. If an attachment with the same extension already exists for this journal, it will be overlaid with this new file.
Internal Service Entry (ISE)

Click here to return to listing of transaction types
Payroll Correcting Entry (PCE)

» Used to make retroactive adjustments to payroll and related benefit expenditures.

» Cannot make with a JE or CE.

» For most users, cannot process a PCE more than 2 months from the period the original entry was posted. Older transactions processed by:
  › Sponsored Programs Office or
  › Accounting Office
Payroll Correcting Entry (PCE)

A PCE can only be made to Salary and Benefit accounts, which are in the ranges of:

- 700000-708500 (Salaries)
- 710000-717000 (Benefits)
Payroll Correcting Entry (PCE)
Payroll Correcting Entry (PCE)
The PCE entry limits transactions to two months from the end of the accounting period, in which the original payroll posted. The policy may be referenced at BPM213.

**PAYROLL CORRECTIONS**

Enter a valid Employee Id and a list of Pay End Dates will be returned.

Employee Id: [10243370]  Pay End Dt: [03/31/2011]

Select only the lines you wish to correct and hit the submit button to create a payroll correction for:

<table>
<thead>
<tr>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>Deptid</th>
<th>Pgm</th>
<th>Project</th>
<th>Class</th>
<th>Amount</th>
<th>Empl Rcd</th>
<th>Pay Group</th>
<th>ErnCd</th>
<th>JobCd</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0388</td>
<td>705100</td>
<td>UMSYS</td>
<td>0000</td>
<td>A0701004</td>
<td>0</td>
<td>00</td>
<td>0</td>
<td>5,750.00</td>
<td>0</td>
<td>MON</td>
<td>REX</td>
<td>6109</td>
</tr>
<tr>
<td>A0388</td>
<td>705100</td>
<td>UMSYS</td>
<td>0000</td>
<td>A0701004</td>
<td>0</td>
<td>00</td>
<td>0</td>
<td>5,750.00</td>
<td>0</td>
<td>MON</td>
<td>REX</td>
<td>6109</td>
</tr>
</tbody>
</table>
Payroll Correcting Entry (PCE)
# Payroll Correcting Entry (PCE)

<table>
<thead>
<tr>
<th>Ln</th>
<th>MoCode</th>
<th>Account</th>
<th>BU</th>
<th>Fund</th>
<th>Deptid</th>
<th>Pgm</th>
<th>Tr</th>
<th>Project</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A0388</td>
<td>705100</td>
<td>UMSYS</td>
<td>000</td>
<td>A0701004</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7560.00</td>
</tr>
<tr>
<td>2</td>
<td>A2302</td>
<td>705100</td>
<td>UMSYS</td>
<td>0600</td>
<td>A1302017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>LO050</td>
<td>5750.00</td>
<td></td>
</tr>
</tbody>
</table>

**Preparer Comments (A minimum of 20 characters is required.)**

Comments about why the correction is being made

**Other Comments**

MOVE EXPENSE TO/REVENUE FROM

TOTAL DEBITS $5,750.00
TOTAL CREDITS $5,750.00

More Blank Lines
Submit
Blank Payroll Correction
Blank Jnl Transaction
Payroll Correcting Entry (PCE)

Transaction is invalid. Please correct the errors indicated. Empl Rcd must be populated for a Payroll Correction. Journal Entry debits must equal credits. Preparer Comments must be at least 20 characters long.

What does the entry accomplish? Why is it being done? Who wants the transaction done? How were the numbers calculated?
Payroll Correcting Entry (PCE)
Payroll Correcting Entry (PCE)

ATTACH SUPPORTING DOCUMENTATION

Enter the file from your pc that you wish to upload as a Journal Entry Attachment.

Submit

Only files with xls, xlsx, xlsx, doc, docx, docm, html or pdf extensions can be used for attachments.
If an attachment with the same extension already exists for this journal, it will be overlaid with this new file.
Payroll Correcting Entry (PCE)

Click here to return to listing of transaction types
Transfer Journal Entry (TRE)

» Movement of funds between ChartField Strings
» Not considered:
  › expenses to the contributing fund
  › revenue to the recipient fund
Transfer Journal Entry (TRE)

» Types of Transfers
  › Non-Mandatory
    › Transfers at the University’s Discretion
  › Mandatory – required by:
    › Law, or
  › Contractual Obligation
Transfer Journal Entry (TRE)

**Transfer Accounts:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Transfer in</th>
<th>Transfer Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>390000-390999</td>
<td>860000-860999</td>
</tr>
<tr>
<td>Non-Mandatory</td>
<td>391000-393999</td>
<td>861000-863999</td>
</tr>
</tbody>
</table>
Transfer Journal Entry (TRE)

Click here to return to listing of transaction types
Cash Receipts Report (CRR)

» Used to deposit cash receipts other than payments on accounts receivable
» Only accessible if the role has been assigned to the user
» Per CRM 101, Business Services Office must authorize Cash Receiving Locations
Cash Receipts Report (CRR)
Cash Receipts Report (CRR)

University of Missouri

Cash Receipts Report

Cash Receipts Manual
SELECT the TYPE OF deposit you wish to prepare. in most cases you should select Cashier Deposit.

TO Edit a previous submission SELECT the following. You may MODIFY OR DELETE your submissions until the Cashier's Office has processed your work. In the case of a Direct Deposit you may modify OR delete your submission until it has been processed into FRS.

Edit Prior Submission

The CRR system has a template feature. A template is a list OF account codes and memo/explanation OF receipts that can be used as default values each time you prepare a CRR. The button below allows you to create or edit your personal template.

Edit/Create Personal Template

To view any CRR in the system enter its number and press the button. USE the Back Button to return to this page.

View a CRR
# Cash Receipts Report (CRR)

## About this form

**Miller Sr, Dennis K**  
Controller  
1000 W Nifong  

**Deposit to Cashier’s Office**

- **573/884-6521**
- **June 22, 2011**
- **Transaction Number: 2003100**

## Receipt Details

<table>
<thead>
<tr>
<th>Currency</th>
<th>$100</th>
<th>$50</th>
<th>$20</th>
<th>$10</th>
<th>$5</th>
<th>$1</th>
<th>$.50</th>
<th>$.25</th>
<th>$.10</th>
<th>$.05</th>
<th>$.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Check Amount:** $500.00  
**Number of Checks:** 2

**Total Currency:** (calculated)  
**Total Coins:** (calculated)  
**Total Receipts:** $750.00 (calculated)

## Deposit Details

<table>
<thead>
<tr>
<th>Dates</th>
<th>Explanation/Source of Receipts</th>
<th>MacCodes</th>
<th>PS Accounts</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenue account</td>
<td>A2302</td>
<td>459600</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

**Total Deposit:** $750.00

**Preparer’s Comments (Minimum of 20 characters):**  
Comment about the transaction

**Submit**
Your Deposit does not balance.
The total income you reported is $770.00.
The total deposit you reported is $750.00.
Please review and edit your work.
Cash Receipts Report (CRR)

Your Cash Deposit was successfully processed.
Your total deposit is $770.00.
When you deliver the money to the Cashier's Office identify the deposit with CRR Number 2003096.

Continue

Render Printable CRR
Cash Receipts Report (CRR)

Cash Receipts Report

Cash Receipts Manual

SELECT the TYPE OF deposit you wish to prepare.
in most cases you should select Cashier Deposit.

Cashier Deposit  Cashier Deposit with Gift Money  Direct Deposit  Direct Deposit with Gift Money

TO Edit a previous submission SELECT the following. You may MODIFY OR DELETE your submissions until the Cashier’s Office has processed your work.

In the case of a Direct Deposit you may modify OR delete your submission until it has been processed into FRS.

Edit Prior Submission

The CRR system has a template feature. A template is a list of account codes and memo/explanation of receipts that can be used as default values each time you prepare a CRR. The button below allows you to create or edit your personal template.

Edit/Create Personal Template

To view any CRR in the system enter its number and press the button.

USE the Back Button to return to this page.

View a CRR
Cash Receipts Report (CRR)
Cash Receipts Report (CRR)
Your Cash Deposit was successfully processed.

Your total deposit is $771.00.

When you deliver the money to the Cashier's Office identify the deposit with CRR Number 2003098.

You MUST now click the "Continue with Gift Processing" button below.

You will be allowed to render a Printable CRR at a later step.

Continue with Gift Processing
Cash Receipts Report (CRR)
Cash Receipts Report (CRR)
# Cash Receipts Report (CRR)

### List of Donors
- Total Gift: $750.00
- Dennis Miller: $750.00
- Total Advice: $750.00
- Add a new donor

### Advice of Gift for PS CRR 2003098
- **Donor’s Name:**
- **Donor’s Address:**
- **Date of Gift:** (MM/DD/YY)
- **Amount:**
- **Preferred MoCode:**
- **PS Account:** (Optional)
- **MoCode/Account Comments:**
- **Restrictions and/or Special Instructions:**

### Buttons
- **Save**
- **Delete**
- **Quit Advice of Gift**
Cash Receipts Report (CRR)

Your total deposit is $771.00.
Your total for gift accounts is $750.00.
Your total from Advice of Gift is $750.00.

When you deliver the money to the Cashier's Office identify the deposit with PS CRR Number 2003098.

Continue

Further Portable PS, CRR
Cash Receipts Report (CRR)

Cash Receipts Report

Cash Receipts Manual

SELECT the TYPE OF deposit you wish to prepare. In most cases you should select Cashier Deposit.

Cashier Deposit | Cashier Deposit with Gift Money | Direct Deposit | Direct Deposit with Gift Money

ACH/WEB

TO Edit a previous submission SELECT the following. You may MODIFY OR DELETE your submissions until the Cashier’s Office has processed your work. In the case of a Direct Deposit you may modify OR delete your submission until it has been processed into FRS.

Edit Prior Submission

The CRR system has a template feature. A template is a list OF account codes and memo/ explanation OF receipts that can be used as default values each time you prepare a CRR. The button below allows you to create or edit your personal template.

Edit/Create Personal Template

To view any CRR in the system enter its number and press the button. USE the Back Button to return to this page.

View a CRR
Cash Receipts Report (CRR)

<table>
<thead>
<tr>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
</tr>
<tr>
<td>$50</td>
</tr>
<tr>
<td>$20</td>
</tr>
<tr>
<td>$10</td>
</tr>
<tr>
<td>$5</td>
</tr>
<tr>
<td>$1</td>
</tr>
<tr>
<td>$1</td>
</tr>
<tr>
<td>$50</td>
</tr>
<tr>
<td>25</td>
</tr>
<tr>
<td>.10</td>
</tr>
<tr>
<td>.05</td>
</tr>
<tr>
<td>.01</td>
</tr>
</tbody>
</table>

Total Check Amount:  
Total Currency: (calculated)  
Total Coins: (calculated)  
Total Receipts: (calculated)  

Deposit Details

<table>
<thead>
<tr>
<th>Dates</th>
<th>Explanation/Source of Receipts</th>
<th>MoCodes</th>
<th>PS Accounts</th>
<th>Amount</th>
<th>Total Deposit</th>
</tr>
</thead>
</table>

Cancel  More Blank Lines  Submit
Cash Receipts Report (CRR)

Click here to return to listing of transaction types
Account Receivable Report (ARR)

» Similar to a CRR in form
» May not be combined with other types of deposits.
» May only be used to deposit payments of Miscellaneous Accounts Receivable, such as:
  › Grants receivables
  › MOREnet billings
Accounts Receivable Report (ARR)
Account Receivable Report (ARR)

University OF Missouri
Accounts Receivable Cash Receipts Report

SELECT the TYPE OF deposit you wish to prepare.
In most cases you should select Cashier Deposit.

- AR Cashier Deposit
- AR Direct Deposit
- AR ACH/Wire

TO Edit a previous submission SELECT the following. You may MODIFY OR DELETE your submissions until the Cashier’s Office has processed your work.
In the case of a Direct Deposit you may modify OR delete your submission until it has been processed into PeopleSoft.

- Edit Prior Submission

To view any AR.CRR in the system enter its number and press the button.
USE the Back Button to return to this page.

- View a AR.CRR

To Search for a AR.CRR press this button.

- Search AR.CRRs
Account Receivable Report (ARR)
Account Receivable Report (ARR)

Deposit to Cashier’s Office

Caselman, Deborah Sue
Controller
1000 W. Nifong

Status: Waiting Approval 08/19/11

University of Missouri

August 19, 2011
03:02 PM
Transaction Number: 0034806

Receipt Details

<table>
<thead>
<tr>
<th>Currency</th>
<th>$100</th>
<th>$50</th>
<th>$20</th>
<th>$10</th>
<th>$5</th>
<th>$1</th>
<th>.50</th>
<th>.25</th>
<th>.10</th>
<th>.05</th>
<th>.01</th>
</tr>
</thead>
</table>

Total Check Amount: $10,000.00 (1 Checks)
Total Currency: $10,000.00
Total Coins: $10,000.00
Total Receipts: $10,000.00

Deposit Details

Customer ID/Invoice: 8899000350-GM00093486
Amount: $10,000.00
Total Deposit: $10,000.00

Date: 08/18/11
Explanation/Source of Receipts: Test for training
Preparer’s Comments: Test for training
Accounts Receivable Report (ARR)

Click here to return to listing of transaction types
Additional Information

- **Cash Receipts Manual** — additional information on cash handling and cash controls.
- Other related training available:
  - **Financial Compliance Training Website**
    - https://doit.missouri.edu/training/enterprise/